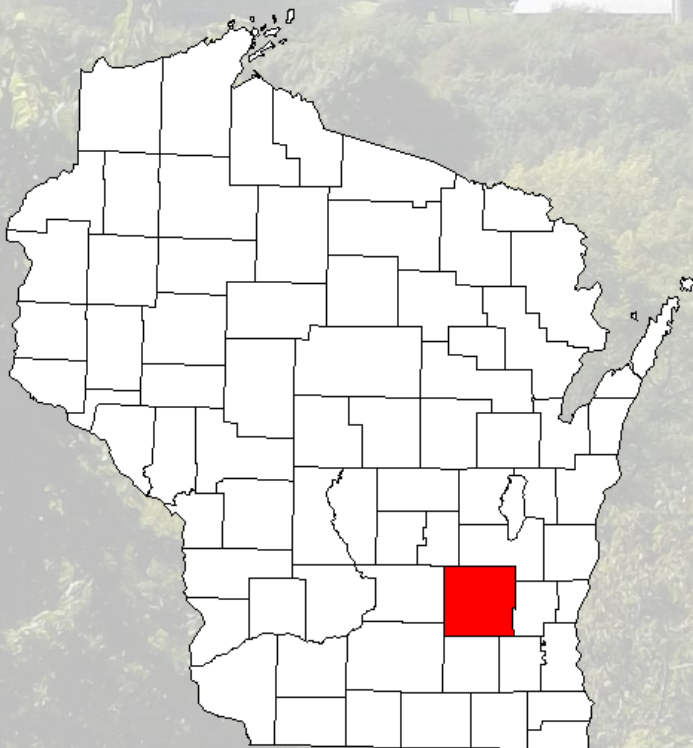




# **DODGE COUNTY, WI**

---

## **Announces a Recruitment for FINANCE DIRECTOR**



**Prepared by**  
**Dodge County Human Resources Department**  
127 E. Oak Street - Juneau, WI 53039  
[www.co.dodge.wi.gov](http://www.co.dodge.wi.gov)

Update as of Thursday, April 18, 2019

## The Community

Known for its lakes, streams and small towns, Dodge County, Wisconsin offers a peaceful rural environment located 45 miles northeast of Madison, 60 miles northwest of Milwaukee and 60 miles south of the Fox Valley. Dodge County enjoys close proximity to the State Capital, world class entertainment, sporting venues, restaurants, and art and culture. The University of Wisconsin, with campuses in Madison and Milwaukee, is nationally acclaimed as an outstanding center of higher learning. All are easily accessible by a quality road system, including US Highway 151, Interstate 41 and State Highway 26.

Covering 892 square miles, Dodge County has a population of nearly 90,000. The county seat is Juneau. Major cities within Dodge County and their populations include Beaver Dam (15,750), Mayville (5,250) and Horicon (3,700). Other major cities, a portion of which are in Dodge County, include Watertown (23,150), Hartford (14,000), Waupun (10,600) and Columbus (5,000).

The county is home to the 32,000 acre Horicon Marsh, the largest freshwater cattail marsh in the United States.

Dodge County has an additional 21,000+ acres of surface water, including 31 lakes and 50 rivers and streams that offer an outstanding natural habitat for over 219 species of birds and waterfowl. Dodge County has 20,918 acres of federal recreation areas, 23,372 acres of state recreation areas and 1,131 acres of county recreation land.

Other cultural, arts and recreational opportunities include numerous community theatres, a Center for the Arts, a new YMCA, numerous golf courses, as well as many other sports and recreational activities for all seasons.

Friendly small towns, farm markets, orchards, antique and craft shops and cheese factories can be found throughout the County. The Dodge County Fairgrounds hosts a variety of events, including stock car and harness races as well as the annual County fair.



### Dodge County Demographics

**Population: 89,962**

**Cities: 9**

**Villages: 12**

**Towns: 23**

## The History

The earliest inhabitants of Dodge County were hunters and gatherers who used the system of rivers and streams to reach herds of large animals and gather food stuffs. Attracted to the rich soil and bountiful agricultural land, farmers began to settle the area in the 1820s. Dodge County was created in 1836 and named in honor of Henry Dodge, then territorial governor of Wisconsin. The Town of Victory was chosen as the county seat. It was later renamed Juneau, after the son of Solomon Juneau, who founded Milwaukee.



The discovery of iron ore in Mayville in 1845 established mining as an industry in the county. The mines operated for several decades until competition from Lake Superior mines forced them to close. During this time, sawmills and gristmills were widely distributed throughout the county.

In 1875, John Jossie emigrated from Switzerland to Dodge County, where he developed brick cheese and later opened the country's first brick cheese factory in Watertown, which operated until 1943.



## The Economy

Dodge County is a leader in the production of cheese, barley, alfalfa, hay and peas for canning. Local manufacturers produce a variety of goods including wood products, metal products, lawn care equipment, stainless steel equipment and ice fishing gear.

Major employers include Quad/Graphics, Wisconsin Department of Corrections, Wal-Mart, John Deere Horicon Works, Beaver Dam Community Hospital, Grande Cheese Co, Watertown Regional Medical Center, Mayville Engineering Co., Michels Corporation, Beaver Dam Public Schools and Seneca Foods Corp. Quad/Graphics is the world's second largest print and multi-media provider. With approximately 25,000 full-time equivalent employees worldwide and \$4.7 billion in annual sales, the company operates two facilities in Dodge County, employing nearly 2,700 persons in the county. John Deere Horicon Works and the Beaver Dam Community Hospital account for over 2,000 jobs.



Wisconsin Aviation provides services to the Dodge County Airport, located in Juneau. The Dodge County Airport is home to approximately 60 aircraft ranging from light sport aircraft to business jets. The Airport serves approximately 24,000 take offs and landings a year.

## The Education

Dodge County is served by nine different school districts, with most students attending schools located in the Beaver Dam School District.

The County is also home to two campuses of the Wisconsin Technical College System. The Moraine Park Technical College (MPTC) campus in Beaver Dam offers more than 100 associate degrees, technical diplomas and certificates. The Madison Area Technical College (MATC) has a campus located in Watertown. MATC is dedicated to providing accessible, high quality instruction and technical experience to meet the needs of its students, community and area employers. More than 90% of MPTC and MATC graduates are hired shortly after graduation.

## The County Government

Dodge County is governed by a 33-member elected County Board of Supervisors as well as other elected officials including the County Clerk, Treasurer, Sheriff, Clerk of Circuit Court, Register of Deeds and the District Attorney. Much of the work for the County Board is conducted by standing committees.

In 2008, the County Board created the County Administrator position. The County Administrator serves as the County's chief administrative officer under Section 59.18 of the Wisconsin State Statutes.

The current County Administrator was appointed to the position in September 2008.

Dodge County's adopted 2019 budgeted appropriations total \$112 million. The County's outstanding debt is approximately 10% of available debt capacity and is rated Aa2 by Moody's. The County has 24 departments. The county has a workforce of approximately 950, with an annual payroll exceeding \$40 million. Below is a link to the County's 2016-2017 Financial Statement:



**[2017 2016 Financial Statements with Independent Auditor's Report](#)**

## County Services

The County provides a wide range of services from health and human services to public safety and road maintenance and construction. Major county functions include:

**Health and Human Services:** The County provides health and human services in a wide variety of areas including public health, aging, mental health, developmental disabilities, alcohol and other drug abuse, economic support, job skills training (W-2 program), child abuse and neglect, child support enforcement and long-term care.

**Clearview:** The County operates the Clearview Long-Term Care Facility. Construction of the 236 bed state of the art facility was completed in 2012. The Clearview campus includes Northview Heights, a 20 bed Community Based Assisted Living Facility; two 4-bed Group homes. Clearview resident care options include, 120 bed skilled nursing; 30 bed brain injury unit; 40 bed behavioral health unit, 46 bed intermediate care unit for individuals with intellectual disabilities (IID) and a unit for the developmentally disabled.

**Public Safety:** The County provides law enforcement and emergency services through the Sheriff's Office and the Offices of the District Attorney and Medical Examiner. In addition, the County maintains a detention facility with a bed capacity of 358 beds.

**Highway:** The County maintains and replaces County roads and contracts with the State and certain municipalities to maintain State and municipal roads. With 539 miles of county road miles, Dodge County ranks second amongst Wisconsin Counties in number of county road miles.

**General Government:** The general government function includes legislative, judicial, legal, property tax collection, elections and administrative functions.

**Culture, Recreation and Education:** The County operates 5 parks totaling 382 acres, and maintains 34 miles of the Wild Goose State Trail. The County also provides University of Wisconsin Extension educational services.

**Conservation and Development:** The County provides land and water conservation and economic development services. These services include land use planning and zoning regulation and enforcement.

## Finance Director Position Requirements

A Bachelor's Degree in business or public administration, with a major emphasis in accounting, (CPA highly preferred); seven (7) years or more experience in government finance and accounting; three (3) or more years of supervisory experience. Equivalent combination of education and experience which provides the desired knowledge, skills, and abilities may be considered.

The ideal candidate will have strong leadership and administrative skills and previous experience working with a governing body. The ideal candidate will have direct responsibility for County financial operations including accounting, developing financial reports, implementing policies and procedures, payroll, budget, internal auditing and financial record keeping activities. The Ideal candidate must have a thorough understanding of local government operations and applicable laws and regulations and the ability to build effective working relationships with the County Board, elected officials, fellow Department Heads, employees, service providers, and civic and community groups/organizations. This position reports to the County Administrator.

The Finance Department includes the following positions: Assistant Finance Director; Senior Accountant; Payroll Coordinator; Purchasing Agent; Administrative Assistant. In addition, the Finance Director provides assistance to financial staff located at the Highway Department, Clearview and Health & Human Services.



## Desired Capabilities

- ◆ Comprehensive understanding of generally accepted accounting principles (GAAP) and Governmental Accounting Standards board (GASB) reporting and Office of Management and Budget (OMB) in financial system maintenance and report preparation.
- ◆ Knowledge of accounting and auditing principles/methods and their application to government accounting system.
- ◆ Considerable knowledge of budget preparation and approved procedures for multi-department organization.
- ◆ Knowledge of laws and regulations relating to auditing County fiscal responsibilities.
- ◆ Knowledge of and experience with concepts and applications of data processing information systems.
- ◆ Ability to effectively analyze, summarize, and present financial information clearly and concisely.
- ◆ Ability to discover violations/non-compliance; detect/explain serious deviations; and suggest effective remedies.
- ◆ Ability to realize financial impact of changing state and federal legislation and agency actions.
- ◆ Ability to establish and maintain effective relationships with employees and the general public, answering inquiries with tact and courtesy.
- ◆ Ability to plan/coordinate short and long-range projects designed to improve financial and fiscal systems/procedures.

## Compensation and Benefits

Starting salary range of \$94,557 - \$122,990 depending on qualifications and experience. Among the many attractive benefits offered are options for health, dental and life insurance and participation in the State of Wisconsin's retirement system.

## How To Apply

To apply on-line for this position, please visit Dodge County's website at [www.co.dodge.wi.gov](http://www.co.dodge.wi.gov) and click on the Employment tab at the top of the page. If you have any questions regarding the position please contact either Human Resource Director Sarah Hinze at 920-386-3692 / email [shinze@co.dodge.wi.us](mailto:shinze@co.dodge.wi.us) or County Administrator Jim Mielke at 920-386-4251 / email [jmielke@co.dodge.wi.us](mailto:jmielke@co.dodge.wi.us)

**Applications must be received by 4:00 p.m., May 16, 2019.**

Confidentiality can only be kept for those requesting it until finalists are determined.

Dodge County is an Equal Opportunity Employer.

## Recruitment Timeline (Subject To Change)

May 16, 2019  
Week of May 20, 2019  
Week of May 27, 2019  
June 18, 2019  
Mid-July, to Early August 2019

Application Materials Due  
First Interviews  
Second Interviews  
Confirmation of Appointment by Dodge County Board  
Tentative Starting Date